

## **Audit Report Editor (Government Representative 1) Office of the State Comptroller**

**Description:** Responsible for composing or editing technical reports concerning the results of performance audits and reviews of New Jersey State government agencies and local government units, including municipalities, school districts and public authorities. Assists in other communication-related areas as needed.

### **Responsibilities:**

- Compose/edit audit reports consistent with the five elements of Generally Accepted Government Auditing Standards (GAGAS).
- Assist in the drafting of press releases and other correspondence and communications material issued by the office for internal and/or external distribution.
- Assist with determining and maintaining uniform standards of style and usage for all written materials, ensuring grammatical correctness, organizational logic and propriety of tone.
- Assist in communicating such standards of style and usage, and improving the writing ability of staff by conducting training programs and providing individual staff assistance as needed.
- Perform related special projects.

### **Requirements:**

- Excellent written and verbal communication skills.
- Understanding of government operations.
- Working knowledge of GAGAS reporting standards for performance audits.
- Windows XP, Microsoft Office, spreadsheet, word processing, and database software.
- Bachelor's or graduate degree in Communications, English, Journalism or related discipline.
- Three years of full-time, professional editing or writing experience. At least two years of the experience must have involved editing financial/technical reports prepared by others, or writing material in a non-technical language based on financial/technical source documents.

Interested candidates should submit a letter of application, resume, and the names of at least three (3) references to:

Melissa Liebermann  
Chief of Staff  
Office of the State Comptroller  
P.O. Box 024 Trenton, NJ 08625  
Email: [comptrollerstaff@osc.state.nj.us](mailto:comptrollerstaff@osc.state.nj.us)

Residency Requirements -New Jersey First Act (the Act) - Be advised, the New Jersey First Act, P.L. 2011, c.70, effective September 1, 2011, requires all employees of State and local government to reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. Questions regarding the exemption process should be directed to the Employee Residency Review Committee at (609) 777-2960.